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5 AUG 1985

DCI/ICS 85-046
9 July 1985

MEMORANDUM FOR: Chairman, IC Staff Career Board

FROM: Acting Chairman, SIGINT Committee

SUBJECT: Special Achievement Award-

1. Action Requested: Approval for Special Achievement Award in the amount of \$350.00 for GS-06 Secretary/Steno, SORS.

2. Justification: joined the SIGINT Committee/SORS Staff in January 1985 as a secretary/stenographer. Her performance over the ensuing period can be described as continually improving. She is enthusiastic and eager to learn, displaying a mature approach to her work no matter what the specific task involves. Due to the nature of her position, i.e., support to an interagency staff and subcommittee, is in continual contact with representatives from all NFIB/NFIC agencies as well as professionals from the private sector, many of whom are not familiar with Intelligence Community Staff or CIA procedures. is always helpful in her dealings with people displaying a tactful approach to problem solving. In addition to performing her regular duties was requested to assume the role of the sole secretarial support to two other subcommittees during much of this time due to the reassignment of their secretary. willingly accepted this added responsibility and has successfully maintained the critical support necessary to the continued operation of all three subcommittees. This secretarial void could not have easily been filled had it not been for the dedication, cooperation and skills of . Faced with a double workload of typing, filing, and myriad of subcommittee and working meetings involving numerous attendees requiring access to the Ames Building, accomplished the job with a minimum of supervision, cheerful attitude and accuracy. The responsibilities assigned to her during this timeframe are well beyond those normally assigned to one of her experience or grade level. Her performance deserves special recognition.

3. Recommendation: Approve this recommendation for Special Achievement Award.

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SUBJECT: Recommendation for Special Achievement Award-

APPROVED:

Chairman, IC Staff Career Board

Date

DISAPPROVED:

Chairman, IC Staff Career Board

Date

STAT

SUBJECT: Recommendation for Special Achievement Award

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(8 July 1985)